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ABSTRACT

The policies and practices of Marietta College which are of greatest interest to members of the teaching faculty are contained in the 1973 edition of the faculty handbook and faculty bylaws. The handbook section of the document outlines items including objectives of the college; academic freedom; faculty qualifications; appointment procedures; salaries; tenure; contract procedures; leave policy; faculty responsibilities; attendance; faculty meetings; organization and operation of departments; and administrative organization. The fundamental bylaws of the faculty cover faculty membership, tenure, functions; faculty council; standing committees; tenure committee; and review committee. (JMF)

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FACULTY HANDBOOK

and

FUNDAMENTAL BYLAWS

of the

FACULTY OF MARIETTA COLLEGE

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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HE 007 253

NB: Includes all amendments to date (12-30-75)

April, 1973

MARIETTA COLLEGE
CHARTERED 1835
MARIETTA, OHIO
45750

OFFICE OF THE PRESIDENT

July 1, 1974

Dear Faculty Member:

This is the 1974 edition of the FACULTY HANDBOOK and FUNDAMENTAL BYLAWS OF THE FACULTY OF MARIETTA COLLEGE. Both documents in their entirety accompany this note. It is maintained in loose leaf form so that changes which are made from time to time can be easily inserted and kept up to date.

Best wishes.

Sincerely,

Sherrill Cleland

SHERRILL CLELAND
President

SC:jw
Enclosures

MARIETTA COLLEGE
CHARTERED 1835
MARIETTA, OHIO
45750

OFFICE OF THE PRESIDENT

April 9, 1973

Dear Faculty Member:

It is my pleasure to send you the 1973 edition of the FACULTY HANDBOOK and FUNDAMENTAL BYLAWS OF THE FACULTY OF MARIETTA COLLEGE. Both documents in their entirety accompany this note. Because of the nature and number of changes, a new printing was found to be easier than the preparation of replacement sheets. Please throw away your 1968 edition to avoid any possible confusion in your references to this material henceforth.

Best wishes.

Sincerely,

Frank E. Duddy, Jr.

FRANK E. DUDDY, JR.
President

FED/vds
Enclosures

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FOREWORD TO THE SECOND EDITION
(1968)

This Handbook has been compiled in an effort to bring together the policies and practices of Marietta College which are of greatest interest to members of the teaching faculty. The writing has shown the need for rethinking and revision of certain rules and regulations; it has also indicated important areas for which no stated policy existed. The Handbook is intended as an organic or evolving document. As the method of binding suggests, it should and will undergo periodic and systematic revision, in whole or in part. Only thus can it be kept up to date for maximum value to new faculty members as well as to those with many years of service to Marietta College.

The College is particularly indebted to the members of the Evaluation Committee of 1963-1964 for the first edition of the Handbook. Pursuant to a directive from the President, this committee devoted many hours to the thoughtful consideration and careful statement of the policies included herein. Members of the committee were: Dean Merrill R. Patterson, chairman; Earl E. Bender, William P. Brown, Gerald L. Evans, Paul R. Gawthrop, Wilfred B. Howsmon, Jr., J. Glover Johnson, Edmund J. Kaminski, Charles L. Peterson, and Robert J. Taylor, secretary.

The preparation of the Handbook indicated also the need for a complete revision of the Fundamental Bylaws of the Faculty. The committee appointed by the President for this important task consisted of Raymond G. Guthrie, chairman; Francis W. Herdman, Jr., Jack E. Prince, William M. Smith, and Warren G. Steel.

Gerald L. Evans has served as editor of both the Handbook and Bylaws, and prepared the index.

1. OBJECTIVES OF MARIETTA COLLEGE

Marietta College, an independent undergraduate institution, is committed to liberal arts education, which frees from ignorance and furnishes the tools to fashion an effective life. Marietta provides through both academic program and extracurricular activities a disciplined environment in which the student can

1. Learn to think perceptively by marshaling and mastering the concepts of the humanities and the social, physical, and life sciences;

2. Sharpen his aesthetic sense;

3. Develop his creative abilities; and

4. Acquire skills and knowledge needed for vocations, professions, and responsible citizenship.

The College strives to induce an awareness in the student of his obligation to convey to others through enlightened and dedicated leadership the benefits and opportunities which society has provided for him. The College seeks to promote respect for scholarship and a desire to add to the world's store of knowledge. Marietta endeavors to strengthen through searching inquiry and constructive criticism the ideals, moral values, and religious convictions which the student brings to the campus with him.

Marietta College works toward the accomplishment of these aims in a democratic atmosphere conducive to respect for the dignity of the individual and his right both in the classroom and elsewhere freely to express his views when these are founded upon an honest regard for evidence in his quest for truth.

2. FACULTY MEMBERSHIP

2.1 The faculty of Marietta College shall consist of the president of the college, the dean of the college, the associate dean of the college, the dean of students, the associate dean of students, the counselor, the director of the Evening School, the director of records and registration, the director of admissions, the director of financial aid, the librarian, all professors, associate professors, assistant professors, instructors, and professional librarians.

2.2 Membership in the faculty is defined above for the purpose of assigning voting rights in faculty meetings. However, the terms "faculty member" and "member of the faculty" are used elsewhere in the Handbook to denote all those who teach at Marietta. Unless specifically stated to the contrary, the terms are to be understood in the latter sense.

2.3 A lecturer is a part-time, special appointment teacher.

2.4 Administrative officers not named above (2.1), and all lecturers, are invited to faculty meetings and may have the privilege of the floor without vote.

3. POWERS AND PROPER CONCERNS OF THE FACULTY

3.1 The faculty has responsibility for academic policy and is concerned with related affairs of the college.

3.2 The faculty's obligations are implemented through the faculty as a whole, the duly elected faculty council, the standing committees which this council appoints at the beginning of each academic year, such ad hoc committees as the faculty or faculty council may from time to time appoint, and through faculty appointment to the joint chartered boards which include the student life board, the social violations hearings board, and the social violations appeals board.

4. ACADEMIC FREEDOM

4.1 Marietta College subscribes to the 1940 statement of principles of the American Association of University Professors, as follows:

"The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

"The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

"The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman."

5. FACULTY QUALIFICATIONS

5.1 Preparation. A member of the Marietta College faculty has the preparation required for teaching in his field, reflected in his graduate degrees, certificates, or recognized non-academic experience. This factor is of particular concern to his department chairman and to the dean of the college, who are in a position to evaluate his preparation in relation to the requirements of his position.

5.2 Liberal Arts Perspective. A faculty member subscribes to the liberal arts tradition of Marietta College as expressed in the Objectives of the college. He regards the propagation of knowledge as his primary function at Marietta. A deep interest in his own subject area does not prevent him from appreciating the importance to liberal arts education of other subject areas in the curriculum. He recognizes the necessity and relative importance of the basic courses in his field.

5.3 Educational Perspective. A faculty member strives constantly to increase the depth and breadth of his knowledge, and to refine and improve his method of transmitting knowledge to his students. At the same time, he realizes that the ultimate objective of education is to enable the student to think for himself.

5.4 Interest in Youth. A faculty member has an interest in young people that extends beyond the classroom, but he knows that his effectiveness as a teacher depends upon the respect in which he is held by his students. He realizes that student advisement is an important teaching function. Recognizing the educational potential of certain extra-curricular activities, he engages as time permits in functions such as student honorary societies, public lectures and book reviews, and the like. However, he strives to make the student aware that such activities must be subordinated to formal academic study.

5.5 Professional Ethics. A faculty member is a professional teacher, and thus is mindful of the high ideals of his profession. In his own teaching and in his conduct toward students and fellow teachers, he maintains a professional attitude. He refrains from adverse criticism of other teachers and of administrators in the presence of students or townspeople.

5.6 Civic Responsibility. A faculty member maintains a continuing interest in the affairs of the community, state, and nation. As a citizen and as a member of a learned profession, he utilizes his professional abilities to effect improvements. But he conducts himself in civic affairs in accordance with the principles outlined in the statement on academic freedom. (See 4.1)

5.7 Devotion to the Ideals of Marietta College. A faculty member by accepting a position signifies his full support of the specific and general objectives of the college. Though he may use any democratic means to change these objectives, he should defer to the will of the majority. He regards as significant the contribution of Marietta College to education. He regards his position as an end in itself, and not as a means of achieving other ends.

5. FACULTY QUALIFICATIONS -- continued

5.8 Personal Morals. A faculty member's behavior both on and off the campus should not reflect adversely upon the college. But his right of academic freedom remains inviolable. (See 4.1)

6. APPOINTMENT OF NEW FACULTY MEMBERS

6.1 General. The appointment of new members to the faculty of Marietta College is the concern of the whole faculty. The process outlined below is designed to reflect this concern, and is followed in the recruitment of full-time, part-time, and visiting faculty. Original appointments will usually be for one year, and will begin the probationary period described fully in section 9, Tenure (see also Bylaws I B)). Reappointment will depend on the member's satisfactory performance, unless the position is specifically designated as temporary.

6.2 Recruiting Procedure. When the president, the dean of the college, and a department chairman have determined the need for additional personnel for a department, the dean of the college and the department chairman prepare appropriate notices descriptive of the position to be filled. The office of the dean circulates these notices through graduate placement offices, professional agencies and journals, personal contacts, and commercial agencies. In response to expressions of interest, the dean of the college and the department chairman conduct correspondence, collect credentials, check references, and supply further information to prospective candidates. After reviewing all the material gathered, the president, the dean of the college, and the department chairman will decide which candidates to invite to the campus for interview, and in what order. Prior to such decision, the department chairman will have consulted with other members of the department.

6.3 Interviewing Procedure -- Role of the Department Chairman. The department chairman serves as host to all visiting candidates. He will provide each candidate the opportunity to meet department members, to explore independently the facilities of the college and the community, and to present any questions. The department chairman will also provide each candidate with opportunity to get acquainted with students, as far as possible and appropriate, and will receive and consider student reactions to or assessments of the candidate.

6.4 Interviewing Procedure -- Role of Faculty Council. The faculty council represents the faculty as a whole in reviewing the qualifications of each candidate. In most instances, the dean of the college will appoint a minimum of two faculty members, chosen from departments and divisions outside the areas of a candidate's principal competence, to represent the faculty and the faculty council for interviewing purposes. It is the responsibility of the department chairman concerned to introduce the candidate to each of these representatives, and to acquaint them with the teaching responsibilities to be expected of the candidate. Immediately following their individual interviews with the candidate, the faculty (council) representatives will convey to the dean of the college their impressions of the general qualifications of the candidate as outlined in section 5 (Faculty Qualifications).

6.5 Interviewing Procedure -- Final Steps. The president, the dean of the college, and the department chairman will conduct a final interview with the candidate. The president issues the actual invitation to join the faculty, and makes the final decisions as to salary and rank.

6. APPOINTMENT OF NEW FACULTY MEMBERS -- continued

6.6 Salary of New Member. The salary of a new faculty member will be determined by the teaching experience and other qualifications of the candidate, and will be in accordance with section 7 of the Faculty Handbook (Compensation).

6.7 Rank of New Member. The usual policy at Marietta College is to recruit faculty members in the ranks of instructor or assistant professor. Certain unusual circumstances may warrant that the rank of associate professor or professor be offered a candidate. Ranks higher than instructor may be given only to those candidates who have had teaching experience at the college or university level, or who hold a terminal degree. The final decision on rank will be made by the president. Personnel appointed solely for part-time teaching are given the title of lecturer.

6.8 Visiting Faculty. Faculty from other institutions who are on the campus in the status of visiting members of the Marietta faculty are recruited in accordance with the procedures outlined above. Instructors at their own institutions will be known as visiting instructors, while those above the rank of instructor will be known as visiting professors.

6.9 Letter of Appointment. The contract offered to new faculty members is in the form of a personal letter from the president. It specifies rank, responsibilities, salary, and fringe benefits, and includes such special provisions as may be appropriate in the individual case. The new faculty member signifies his acceptance of the terms and conditions stated by countersigning and sending back to the president the several copies of the letter specified for return, keeping a designated copy for his own records.

6.10 Contract Form. The contract form offered to faculty members for their second and subsequent years of service is described in section 10.4.

7. FACULTY COMPENSATION

7.1 Salary. As a matter of historical interest, the salaries of full-time Marietta College faculty members in 1963-1964 (excluding fringe benefits) were as follows:

	Number	Total Cost	Range	Average
Professors	22	$ 197,900	$ 7,500 - 10,500	$ 8,995
Assoc. Profs.	14	105,800	6,100 - 9,[illegible]0	7,557
Asst. Profs.	26	179,400	5,500 - [illegible]00	6,900
Instructors	11	62,500	5,000 - 6,900	5,682
	73	$ 545,600	$ 5,000 - 10,500	$ 7,474

In February, 1964, the Board of Trustees approved a plan to double faculty salaries within the next 10 years by advancing them at an average seven per cent per annum, provided the financial structure of the college would allow such increases. Fringe benefits currently average better than 11.6% and run as high as 13.5%.

The following chart indicates the salaries of full-time teaching faculty members at Marietta College (excluding fringe benefits) for 1971-1972:

	Number	Total Cost	Range	Average
Professors	35	$ 620,775	$ 14,500 - 22,300	$ 17,736
Assoc. Profs.	27	368,510	11,700 - 17,000	13,649
Asst. Profs.	49	555,175	9,000 - 13,300	11,330
Instructors	9	84,800	7,500 - 10,800	9,422
	120	$ 1,629,260	$ 7,500 - 22,300	$ 13,577

In comparing the salary scales listed above, the reader should bear in mind the personnel turnover occasioned by retirement, replacement of faculty members who have resigned, and the addition of faculty members (mostly in the lower ranks).

7.1 a Stipulations -- Contract salaries for full-time faculty members cover regular service for the academic year and a few days immediately preceding and following. Salary payments are made on or before the 25th of each month, on a 12-month basis, beginning in September of each contract year. Faculty members are free during the summer months for graduate study, research, or other employment as well as vacation. They may request summer school teaching assignments in the same way that they may ask to participate in the Evening School program during the regular academic year. All such additional service will be reimbursed by additional pay. Outside employment during the academic year is permissible, provided it is cleared through departmental and administrative channels, and provided it does not interfere with the faculty member's primary obligation to the college.

7.1 b Special Increase Provision. College policy is to encourage faculty members to complete their graduate work as expeditiously as possible. The teacher presenting certification as to the completion of all requirements for the doctorate and the establishment of the approximate date of award will receive a permanent salary increase at the rate of $500 per year, effective at the end of the first calendar month following such certification to the dean of the college.

7. FACULTY COMPENSATION -- continued

7.1 c Moving Expenses. Depending on distance and other factors, the college will help defray moving expenses of new faculty members.

7.2 Fringe benefits. The fringe benefits of the full-time faculty member may equal as much as 13.5% of salary.

7.2 a Group Life Insurance. After 30 days of employment, a faculty member has the privilege of participation in the group life insurance plan now in effect. The coverage provides for life insurance equal to approximately 150% of the annual salary. The college pays approximately one-third of the term portion of this insurance for the first three years of participation and 100% thereafter.

7.2 b Medical Coverage. After 30 days of employment, a faculty member may participate in the group hospitalization and surgical program of Blue Cross and Blue Shield, which includes major medical coverage. The college pays one-fourth of the cost of medical insurance.

7.2 c Retirement Benefits. After three years of employment, a new faculty member will participate in the retirement benefit program of the Teachers Insurance and Annuity Association (including, if he wishes, the College Retirement Equities Fund). New faculty members already participating in TIAA-CREF, however, may continue in the program from the date of their arrival. The faculty member who has not participated previously may enroll in the program at his own expense during his initial three years at Marietta. For all other faculty members participating in the program, the college contributes a matching amount equal to five per cent of the teacher's annual salary, according to the Revised Retirement Plan of 1964. College contribution ceases when the faculty member reaches age 65. An exception to required participation in TIAA-CREF is the option of the faculty member who has not participated previously and/or elsewhere and who becomes eligible to participate at age 55 or over.

7.2 d Disability Insurance. After one year of employment, a faculty member in case of permanent disability will receive 60% of basic monthly salary of up to $1,000 per month, and 40% of any basic salary exceeding $1,000 per month, not to exceed a total of $1,000. In addition, the college's contribution to TIAA-CREF will continue if the faculty member is already participating in the retirement program. Eligibility commences six months after disability and ends at age 65. Payment is reduced by amounts received from Social Security and Workmen's Compensation. The college pays the entire cost of disability insurance coverage.

7.2 e Social Security Coverage. Faculty members immediately come under the benefits of the Old Age and Survivors phase of Social Security (F.I.C.A.). The college and the faculty member each contribute a percentage of the salary up to the maximum allowable amount.

7.2 f Tuition Remission. A faculty member's immediate family and legal dependents (normally, spouse and unmarried children) may enroll in

7. FACULTY COMPENSATION -- continued

7.2 f cont. the college free of tuition charges. Fees and other charges, including board and room, are not remitted or forgiven, of course. Tuition remission for Evening School and Summer School will be established on a percentage basis annually, according to the financial experience of these programs. The college also belongs to Tuition Exchange, Inc., making possible the remission of tuition for faculty children at any one of a large number of other American colleges and universities.

7.2 g Additional Stipulations. Effective on approval and not retroactively to benefit the families of former faculty members, the surviving spouse and dependent, unmarried children of a full-time faculty member who may have died during the course of his or her service to Marietta College will enjoy tuition remission under the same conditions as above, but with these additional stipulations:

i. The offspring must be qualified and enrolled before his, her, or their 25th birthday(s); and
ii. If the surviving spouse remarries, this policy ceases to apply to him or her, and to his or her child or children, at the end of the academic year in which the marriage takes place.

7.2 h Other. Many athletic and other campus events are free to faculty members and their immediate families. Nominal charges are levied for other activities, depending on the sponsoring organizations.

7.3 Emergency Loans. Emergency loans in amounts not to exceed $500 may be requested of the business office. No interest is charged on such loans; but they must be repaid, either directly or by salary withholding, within 90 days. In the case of the death of a faculty member, limitations herein specified may be set aside at the discretion of the president to insure that neither the surviving dependents nor the college will suffer public embarrassment.

7.4 Professional Advancement. The college provides limited funds each year for attendance at meetings of learned societies and other groups. It will provide some funds for those needing assistance with publication and related costs, and is endeavoring to make research facilities available as requested. Through the department, the college provides for normal office supply equipment and secretarial services. When a faculty member represents the college at a meeting by request of the president or the dean, his expenses will be paid in full.

7.5 Withholding. The college withholds the required payments for federal, state, and Marietta city income taxes. The college also withholds a faculty member's payments for life and medical insurance, TIAA, and F.I.C.A.

7.6 Unemployment Compensation. The college is required by state law to enroll all full-time faculty members in the unemployment compensation program now in effect. The college pays the entire cost of this insurance coverage.

8. SALARY ADJUSTMENT AND PROMOTION

8.1 General. Salary and faculty rank are the ways in which the college compensates and honors the members of the faculty. Besides reflecting an assessment of the services a faculty member has rendered, promotion and salary also reflect an estimate of his potential contribution. Salary and promotion are not matters of routine, nor are they based solely on seniority; rather, the college attempts to encourage the most promising. An annual review of each faculty member is made by the president of the college, in consultation with the dean of the college and the department chairman. Though no exact system of evaluation has been developed, general criteria are listed in the following subsections. It is hoped that a faculty member will demonstrate achievement in each of these areas, but it is recognized that individuals differ widely in their interests and range of abilities. Thus, each faculty member is evaluated individually. Final decisions on rank and salary are made by the president, in consultation with the dean, the department chairman, and the committee on promotion and leave. Faculty council may exercise its right of consultation and review except on matters pertaining to the awarding of tenure.

8.2 Teaching Effectiveness. Because teaching is the primary activity of a faculty member at the college, it is the single most important factor in salary adjustment and promotion. The successful teacher tries to implement for his students the objectives of the college (section 1). Admittedly, his achievement is difficult to estimate, and no systematic, perfect method has yet been developed. In general, the dean of the college, in consultation with the department chairman, considers factors such as the teacher's willingness to devote time to students, his ability to challenge and stimulate students, the informal comments of his colleagues and department chairman, the opinion of students as reported in systematic surveys, the bases of his semester grades, and the pattern of his grades. (See section 15, Improvement and Maintenance of Instructional Standards.)

8.3 Professional Development. As a faculty member is never perfectly satisfied with his own teaching, so he is never satisfied with his own knowledge, but seeks to grow professionally. The college strongly urges those who do not hold the appropriate terminal degree (usually the doctorate, although this varies with the field) to work toward it. Faculty members hired with the expectation of completing the terminal degree will not, except in unusual circumstances, be promoted until they have done so. In addition to the terminal degree, professional growth, as evidenced by post-doctoral work, formal study, recognized professional activity, research, publication, or creative activity, will be considered.

8.4 Effectiveness as an Academic Adviser. The small liberal arts college renders a unique service in the continuous personal counseling of its students. Every faculty member is expected to assume his fair share of this important responsibility. Considerations in evaluating the faculty member's discharge of this duty include the soundness of his recommendations to students and the role he plays in guiding the educational growth of his advisees. The opinions of the department chairman and the associate dean of the college will be sought in making this assessment.

8. SALARY ADJUSTMENT AND PROMOTION -- continued

8.5 Effectiveness in Committee or Board Assignments. Because some committee or board work is essential to the smooth functioning and improvement of the college, a faculty member must contribute his share of time and effort to such functions. Attendance, contributions to the discussions, originality, and willingness to work are among the factors considered. The opinions of the committee or board chairman and the members will help the administration evaluate the teacher's effectiveness in this area.

8.6 Institutional Effectiveness. The faculty member's performance with respect to the college as a whole and to the implementation of its objectives is important. He must demonstrate his interest in improving the institution by working within the framework established by the administration and faculty. His own initiative and originality, and his willingness to put the needs of the college before his own or his department's, will be considered. Evidence of his meeting this responsibility will be manifest in his contributions to faculty discussions in committees and meetings, in his role in college functions, and in his writings and public statements.

9. TENURE.

9.1 a Definition. Tenure is defined as the status granted a member of the faculty, after the probationary period described below, protecting him from dismissal except for reasons of (1) demonstrated incompetence or dishonesty in teaching or research, (2) substantial and manifest neglect of duty, or (3) personal conduct which substantially impairs the individual's fulfillment of his institutional responsibilities.

9.1 b General Statement. At a multipurpose institution in the liberal arts tradition such as Marietta College, the chief aim of all our policies is to achieve an optimum environment for teaching and learning. One necessary aspect of that environment is tenure, which provides the first line of defense for the intellectual and academic freedom which is necessary to inquiry. Specifically, the existence of tenure provides the assurance that, after a specified lengthy probationary period, a full-time faculty member may not be dismissed without adequate cause and without the observance of full academic due process.

Evaluations of the individual professor for tenure, however, must occur in the contexts of institution-wide concerns and of large social and economic forces that affect the institution. While the quality of every individual's work is important to the institution, the quality of the institution at large must depend upon a successful blend of emphases upon selected programs. The institutional consideration of current and future emphases among those feasible is unavoidably an element in evaluation of the candidates for tenure.

9.2 Probationary Period. Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period may not exceed seven years, but must be at least three years. Contracts for the probationary period will usually be for one year, but may be for two, three, or four years, and without tenure. Dismissal may take place at the end of any of the first six academic years within the probationary period, provided the faculty member is given final notice by March 1 of that year. Initial notice shall be given at least one year prior to the expiration of the seven-year probationary period if the teacher is not to be continued in service after the expiration of that period. If employment is offered after seven years, tenure will automatically become a part of the contract. (See also 10.2; Bylaws I B).

9.2 a Only full-time teaching at Marietta College shall count as service toward tenure, except such experience as the administration shall decide to evaluate and accept.

9.2 b During the probationary period, a teacher shall have the academic freedom that all other members of the faculty have.

9.2 c During the probationary period, all non-tenured faculty members shall be evaluated annually by the Committee on Tenure.

9. TENURE -- continued

9.3 Granting of Tenure. The Committee on Tenure is responsible for making recommendations on the granting of tenure. (See Bylaws IV). Recommendations of the committee, along with his own recommendations, are transmitted by the dean of the college to the president, who makes the final decision. The affected faculty member may appeal an adverse recommendation or decision to the Review Committee. (See Bylaws V).

9.4 Privileges and Scope. When a faculty member acquires tenure, this fact shall be so stated in his contract for the ensuing year and thereafter in each year's contract.

9.4 a When a faculty member with tenure is granted a leave of absence, he shall not lose tenure.

9.4 b Tenure shall cease at age 65, or upon earlier retirement from full-time teaching. The College may continue to employ faculty members beyond age 65 on a part-time basis, subject to these conditions: 1. that such teaching be arranged at the initiation of the department chairman involved and the President of the College; 2. that such an assignment be within the special competence of the retired faculty member, so that the interests of students and of full-time faculty are protected; and 3. that such an assignment be contracted on a semester or one-year basis according to the needs of the department and of the College.

9.5 Administrative Officers. Administrative officers shall not be covered by this tenure code (See 19.8). But a faculty member who has tenure at Marietta College when he accepts an administrative position shall retain tenure as a faculty member.

9.6 Termination. Termination for cause of a continuous appointment (with tenure), or dismissal for cause of a teacher previous to the expiration of a term (probationary) appointment, shall be considered by the faculty council, and the personnel and publics committee of the Marietta College board of trustees. In all cases where the facts are in dispute, the accused teacher shall be informed in writing of the charges against him prior to the hearing. He shall have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He shall be permitted to have with him an adviser of his own choosing who may act as counsel. There shall be a full stenographic or taped record of the hearing available to the parties concerned. In the hearing of charges of incompetence, the testimony shall include that of teachers and other scholars, either from Marietta College or from other institutions. Teachers on continuous appointment who are dismissed for reasons of incompetence shall receive their salaries for at least a year from the date of notification of dismissal even if they are not continued in their duties at the institution. (See Bylaws I B).

9.6 a Termination of a continuous appointment because of financial exigency must be demonstrably bona fide.

10. CONTRACT PROCEDURES

10.1 Normal Procedure. The college administration will undertake by March 15 of each year to offer contracts to full-time faculty members for the succeeding year. This obligation does not extend to part-time teachers. The deadline for the return of signed contracts will normally be April 15. In an emergency a faculty member may ask the president to waive this requirement, but the faculty member should conform to the president's decision.

10.2 Non-renewal. Notice of non-renewal of contract with explanation of cause or causes will be given any first-year probationary faculty member by the college administration no later than March 1, so that the faculty member concerned may make other plans for the academic year following the termination of contract. Following the probationary faculty member's initial or subsequent years of service, initial notice that his contract will not be renewed after another year of service, together with an explanation of the cause or causes, will be given to him by March 1 of the year preceding that in which contractual relations will terminate. Final notice of non-renewal must then be given no later than March 1 of the year of termination of contract.

10.3 Resignation of Faculty Member. A faculty member who does not plan to continue his service and thus does not intend to sign a contract for the succeeding year will so notify his department chairman and the dean of the college by April 15. After that date, except by agreement of all concerned, a faculty member should not leave his position for the duration of the contract which confirms his appointment. If, contrary to ethical procedure, he does leave during this period, he must accept full responsibility for violation of contract.

10.4 The Contract Form. The annual contract of Marietta College for returning faculty members states the faculty member's full name, rank, department or area of responsibility, and salary. It indicates whether the faculty member has academic tenure. It states major collateral assignments, if any, and provides space for special terms or provisions. Each faculty member signs and dates four copies of his annual contract, which are then countersigned and dated by the president. The copies are thereafter distributed to the faculty member, the business office, the dean of the college, and the office of the president. The policies of the Faculty Handbook are accepted by the faculty member and are incorporated in and made part of the contract by reference.

11. LEAVE POLICY

11.1 Sick Leave. When a faculty member is incapacitated by illness, his department chairman and other colleagues will arrange in consultation with the dean of the college to carry on his work. If his absence is prolonged, his courses will be discontinued or, preferably, reassigned. In the latter event, a substitute will be selected by the usual procedures (section 6), and the college will pay the substitute's salary. In cases of extended illness, special or emergency leave may be granted the faculty member with salary continued for a maximum of one month. The salary may be continued thereafter at the discretion of the president, but may be reduced by the cost of the faculty member's substitute or replacement, or other appropriate amount. Disability insurance (see 7.2 d) coverage becomes effective six months after the date of disability.

11.1 a If a faculty member is disabled by an accident which occurs during the performance of his duties through no fault of his own, he may request special or emergency leave at full or partial salary for as much as six months from the date of the accident, at which point his disability insurance coverage becomes effective. (See 7.2 d)

11.1 b Whenever illness or accident prevents a faculty member from meeting his classes or keeping his appointments, he should notify the chairman of his department and the dean of the college. (See 13.1)

11.2 Emergency Leave. It is recognized that extraordinary events (for example, the death of a member of the immediate family) may cause interruptions of a faculty member's regular schedule. In such cases, the department chairman and the dean of the college should be notified so that classes and other appointments may be covered or canceled.

11.3 Leave of Absence. A faculty member may request a leave of absence from his duties at Marietta College for the purpose of continuing study or accepting temporary appointment elsewhere. Such an appointment may be a lectureship or visiting professorship at another institution, a research or consulting position of academic or industrial nature, etc. Any request for such a leave is initiated through the department chairman no later than February 1 of the academic year immediately preceding that for which leave is desired. The faculty member is expected to render all possible assistance in the procurement of a temporary replacement. Such a leave of absence will have no effect on a faculty member's academic tenure if already granted, but the period of his absence will not count toward the qualification for tenure at Marietta College. When a faculty member requests a leave of absence in order to continue his graduate study, and he does not expect to be able fully to support his family and himself during such a period, he may ask the administration for special financial assistance. The terms of such a grant will include a statement that the faculty member must return to service at Marietta College for a specified period.

11.4 Sabbatical Leave. Since sabbatical leave is a privilege and not an automatically earned perquisite, faculty members eligible for such leave must make application in accordance with the procedures and conditions

11. LEAVE POLICY -- continued

11.4 cont. described below. Sabbatical leave enables the faculty member to engage in study and/or research of a literary, scientific, or artistic nature; its scholarly benefits enrich the individual faculty member and, accordingly, the total educational program of the college.

11.4 a All faculty members with tenure are eligible for sabbatical leave after five consecutive, full-time years of service; thereafter, the privilege may be granted not more frequently than every seventh year. The plans of the applicant and the potential benefits to the college and to the world of scholarship are the deciding factors in granting sabbatical leaves; no qualifying restrictions with regard to rank, seniority, or degree are imposed in such consideration.

11.4 b A sabbatical leave may be granted for one semester or a full academic year. The college will pay the faculty member full salary for a one-semester leave or half salary for a two-semester leave.

11.4 c Application for a sabbatical leave must include the number of semesters of leave desired and the inclusive dates thereof; a detailed statement of the applicant's plans for utilizing the time requested; and the name(s) of the institution(s) with which the applicant will be associated during this period, if any.

11.4 d The faculty member will submit the application through the department chairman and dean of the college to the president by October 1 of the year immediately preceding the academic year for which leave is requested. The president will submit the application to the board of trustees for final action, which will be announced by March 1.

11.4 e A sabbatical leave will not be granted to enable a faculty member to accept full-time employment elsewhere.

11.4 f A faculty member taking a sabbatical leave will be expected to return to full-time service at the college for at least two years immediately thereafter.

11.4 g The securing of a replacement for a faculty member on sabbatical leave will follow the usual procedures (section 6).

11.4 h The college will not grant more than six sabbatical leaves for any one academic year, or more than one such leave per year in a single department.

11.5 Fringe Benefits for Faculty Members on Leave. It is noted above (7.1) that the fringe benefits of the faculty member who is teaching at the college equal an average 11.6% of his salary. The following will apply to faculty members on leave:

11.5 a As long as a faculty member's salary is continued at the regular rate while he is on sick or emergency leave, his fringe benefits will also be continued in the normal proportion. At such time as his salary is diminished, his fringe benefits may be reduced accordingly, except that the president may at his discretion set aside limitations which might result in undue hardship.

11. LEAVE POLICY -- continued

11.5 b Since a faculty member on leave of absence does not normally draw a salary from the college, he does not qualify for fringe benefits. But he may, if he wishes, work out arrangements with the business office by which he can continue those fringe benefits at his own expense, thus taking advantage of the special coverage and rates available to all faculty members on regular service.

11.5 c The college will participate in fringe benefits in standard proportion to the salary paid a faculty member on sabbatical leave, except that the faculty member may at his own expense pay via the business office such additional amounts as may be required to insure full and continuing coverage.

12. FACULTY RESPONSIBILITIES

12.1 Normal Teaching Load. The number and size of classes and laboratory sections to which the faculty member is assigned, and the number of separate course preparations for which he is responsible, must of necessity vary among the disciplines. In 1971-1972, the median teaching load was 11.16 credit hours, and the student-faculty ratio stood at 16.4 to 1.

12.2 Student Advising. The college regards student advisement as an important faculty responsibility. Insofar as possible, the number of student advisees is equitably distributed among the faculty members. The freshman student is usually advised by a member of the faculty who is also one of his classroom instructors. Advising for the upper-class student who has declared a major is normally handled by the appropriate department.

12.3 Committee or Board Assignments. A committee or board assignment is an obligation on the part of the faculty member, although not every member of the faculty may be named to a committee or board every year. First-year members of the faculty are not usually given such assignments. Preference for committees or boards will be considered by faculty council, the appointing body of the faculty (Bylaws II E). A faculty member appointed to a committee or board may resign for cause deemed sufficient by the faculty council.

12.4 Sponsorship of Organizations. A faculty member who undertakes advisorship and sponsorship of an organization assumes an obligation to see that it functions within the stated objectives of the college (section 1, Objectives).

13. FACULTY ATTENDANCE

13.1 Classes and Laboratories. Faculty members are expected to meet all scheduled sessions of classes and laboratories. Unexpected absences should be reported to either the department chairman or the dean of the college. In case of an anticipated absence, advance notification must be given both to the dean of the college and to the department chairman. In either case, notification should be given to the classes concerned.

13.2 Office Hours. Faculty members are expected to keep regular office hours, these hours being posted and copies sent to the dean and to the college switchboard at the beginning of each semester. Changes in these hours should be reported to the dean of the college.

13.3 Faculty Meetings. Members of the faculty are expected to attend meetings of the faculty. Regular meetings are held on the second Monday of each month during the academic year; special meetings may be called. Due notice of all meetings is given to all members.

13.4 Other Meetings. Members of the faculty are expected to attend meetings of committees or boards to which they are assigned, and meetings of their departments.

13.5 Convocations. Faculty members are expected to appear at official convocations in appropriate academic regalia.

13.6 Assemblies. Faculty members are encouraged to attend the occasional assembly programs arranged by the college.

13.7 Campus Activities. Faculty members are encouraged to attend athletic games, plays, and musical and social events.

14. STUDENT ATTENDANCE, EXAMINATIONS, AND GRADING

14.1 Student Attendance Policy. It shall be the responsibility of individual instructors to evaluate the importance of student class attendance in the determination of course grades. Accordingly, each instructor will be required to prepare, at the beginning of each semester, a written statement setting forth his policy for consideration of unexcused absences, make-up examinations, and related matters, which will be in force for that whole semester. One copy of this statement shall be filed with the chairman of the department, and two copies shall be filed with the dean of the college. A statement of policy on attendance appropriate to each class shall be read at the first class meeting. The policy on make-up examinations is set forth in sub-section 14.2.

14.1 a At the first class meeting of a semester, the instructor shall also make a general statement regarding the nature of the course, his general mode of instruction, the approximate number and the nature of examinations, quizzes, reports, and papers, and (where it is feasible) the approximate dates these assignments are due. In general, it is expected that the instructor will inform the students of the bases on which their final grades are determined.

14.2 Examinations. The faculty member is responsible for maintaining a proper examination program in his courses. It is recognized that examinations take many different forms because of the nature of the subject matter and because of the variations in emphasis placed by individual instructors. The college does not, therefore, impose a particular examination policy on its faculty, and considers such policy to be the domain of the faculty member, except as indicated below.

14.2 a Examinations within the Semester. The examination program within the semester is the responsibility of the individual faculty member.

14.2 a 1 Make-up Examinations within the Semester. The policy of giving make-up examinations within the semester is determined by the individual instructor. When a student's absence is legitimate, it is assumed that the student's grade will not be jeopardized.

14.2 b Final Examinations

14.2 b 1 The college provides in its calendar for a final examination period at the end of each semester. The time schedule for final examinations in all courses is prepared by the assistant dean and is distributed to the faculty well in advance. The schedule consists of several 2-1/2-hour time blocks, and the final examination is to be no longer than the 2-1/2 hours allotted. If a faculty member does not wish to use this period for examination, it is expected that he will use it for instruction. In this and other exceptional cases, the faculty member will give advance notification to the dean of the college by November 15 (first semester) or April 1 (second semester).

14.2 b 2 The assistant dean makes a special provision in the final examination schedule for the administering of final examinations

14. STUDENT ATTENDANCE, EXAMINATIONS, AND GRADING -- continued

in some courses which have multiple sections. All sections of these courses take the final examination at the same time. Whether these sections take a departmental examination or examinations composed by the individual instructors is left to the faculty members and department chairmen involved.

14.2 b 3 Under no circumstances may the faculty member change the time of a final examination, either for a class or for individuals. Such changes may be made only by the dean of the college.

14.2 b 4 Make-up of Final Examinations. The make-up of a final examination missed for reasons beyond the student's control will be arranged at the mutual convenience of the instructor and the student, but it must take place prior to the due date of mid-semester grades for the semester following the recording of the I (Incomplete) grade.

14.2 c Academic Dishonesty. In cases of suspected academic dishonesty, on examinations or otherwise, it is the duty of the instructor to report the incident to the dean of the college and to present any tangible evidence which may be available. Such cases are normally placed in the jurisdiction of the student judicial board, which will investigate the case and make recommendations as to the disposition of it. These recommendations are reviewed by the dean of the college, and are not binding upon the faculty member. A full description of this procedure may be found in the constitution and bylaws of the Marietta College Student Body.

14.3 Grading. It is the responsibility of the Marietta College faculty member to evaluate his students in terms of letter grades to the best of his ability. Grades used are described in the current college catalog. Once the grade has been officially recorded and submitted to the recorder, it is considered final and will not be changed except by official action of the instructor involved as described in 14.3 b, below. The following points are pertinent in the grading procedure:

14.3 a Recording of Grades. Grades are reported for all students twice each semester on official grade sheets distributed to the faculty by the records office.

14.3 a 1 Mid-term Grades. All students receive grades at the middle of the semester. These grades are not recorded on the official transcript; they are used as aids in measuring a student's progress and as guides in his advisement. The mid-term grades are of considerable importance and should be as exact an evaluation of the student's performance as possible. To this end, each instructor may add plus (+) or minus (-) to the letter grade at mid-term. It is recognized, however, that it may not be possible for the instructor to evaluate a student at mid-term in certain instances; X is reported in such cases. The practice of giving the "blanket C" is discouraged. The I (Incomplete) is not to be used at mid-term.

14. STUDENT ATTENDANCE, EXAMINATIONS, AND GRADING -- continued

14.3 a 2 Final Grades. The final grade for each student in each course is entered on the official student transcript by the records office. These grades are the basis for decisions regarding academic honors, academic probation, or academic dismissal.

14.3 b Changing Grades. The occasion may arise that an instructor will wish to change a grade after it has been submitted to the records office. In such cases, the instructor will submit to the assistant dean of the college his reasons for making the grade change. Such a procedure is in the best interest of all parties concerned and is not in any way to be interpreted as a reflection upon the motives of the faculty member. This is the only procedure by which a grade may be changed after it has become a part of the official student record.

14.3 c Grade Reports for the Academic Standing Committee. In cases where a student's grade is either D, F, or Incomplete (final), the faculty member is expected to submit a special form to the academic standing committee, outlining the reasons for the poor performance or making any particular comment he may wish to make. These forms (commonly called "D and F slips") are of considerable assistance to the academic standing committee in probation or dismissal cases, to the assistant dean, and to the dean of the college in his communications with parents; but they are not part of the official student record.

15. MAINTENANCE AND IMPROVEMENT OF INSTRUCTIONAL STANDARDS

15.1 As indicated elsewhere in the Handbook (for example, section 8.2) effective teaching is singularly important at Marietta College. All faculty members share responsibility for a continuous effort to maintain and improve the standards of instruction offered. This effort is coordinated for the individual department by the department chairman, who shall be familiar with the performance of the department personnel through personal conferences, classroom visitation, or other appropriate means. The department's efforts to improve and maintain instructional standards take many forms; some worthy of mention are listed below.

15.1 a Staff Meetings. Department personnel may profit from a free discussion of teaching materials (textbooks, collateral assignments, term papers, laboratory work, etc.), testing procedures (construction, validation, and administration of tests; use of results in determining grades), and techniques for presentation of material in the classroom. The members of a department might also present their views on adjusting departmental course offerings and major requirements with a view toward meeting the student's changing needs. As indicated in section 6.2, the department staff should be consulted to discuss the qualifications of personnel to be employed as replacements or additions to the department.

15.1 b Student Opinion. As a means of self-improvement, each member of the faculty shall be encouraged to administer to each class an appropriate questionnaire whereby the students may state their opinions of the course and its instruction. (A sample questionnaire available from the dean's office may be used directly or with modifications to suit different types of courses, or a questionnaire of totally different origin may be used.) To achieve a thoughtful and meaningful expression of opinion, it is suggested: (1) that the questionnaire should be more demanding upon a student's judgment than a simple factor rating sheet; (2) that it be distributed during the last half of the semester to be turned in at the time of the final examination; and (3) that the student's anonymity be assured. The completed questionnaires may be retained by the instructor unless he wishes to make them available to his department chairman and/or the dean. It is strongly recommended, however, that the instructor discuss the results of the student opinion questionnaires with at least one of his colleagues and/or a small group of students of his own selection.

16. PROCEDURE FOR FACULTY MEETINGS

16.1 Quorum. The majority of the total members of the faculty, as defined in section 2.1, shall constitute a quorum for a faculty meeting.

16.2 Officers. In the conduct of faculty meetings, there shall be a chairman, a secretary, and a parliamentarian.

16.2 a The president of the college shall be chairman of the faculty. In the absence of the president, the dean of the college shall act as chairman, and in the absence of both, the associate dean of the college. If all three are absent, the faculty member present with the longest term of service shall preside.

16.2 b The chairman of the faculty shall appoint a secretary of the faculty at the beginning of each academic year.

16.2 c The chairman of the faculty shall appoint a parliamentarian at the beginning of each academic year. Robert's Rules of Order shall be followed in the conduct of the meetings.

17. FACULTY COUNCIL, STANDING COMMITTEES, CHARTERED BOARDS, AND OTHER FACULTY APPOINTMENTS

17.1 The nature, scope, and origin of the faculty council and of standing committees of the faculty are described in sections II, III, IV and V of the Fundamental Bylaws, which are bound with this Handbook.

17.2 The nature and scope of the chartered boards and other faculty appointments are set forth in section VI of the Fundamental Bylaws.

18. ORGANIZATION AND OPERATION OF ACADEMIC DEPARTMENTS

18.1 Selection and Tenure of Department Chairmen. A member of the faculty is assigned to, or relieved from, the responsibility of department chairman at the discretion of the president, in consultation with the dean of the college. As an administrative appointment, the position does not carry tenure. Incumbents hold the academic tenure to which they are entitled by the policy governing tenure (see 9.5). With infrequent exceptions caused by extraordinary circumstances, no faculty member will serve as a department chairman beyond his 65th year, though he may be invited to continue full- or part-time teaching thereafter on annual contracts until his 70th year (see 9.4 b).

18.2 Qualifications of the Department Chairman. The position of department chairman demands a variety of personal, academic, and administrative characteristics, including the following:

18.2 a Personal -- maturity and good judgment; skills in inter-personal relations; ability to plan and organize activities and programs; ability to make and execute workable decisions.

18.2 b Academic -- basic knowledge of the content of all courses offered by the department; knowledge of the requirements of graduate and professional schools related to the instruction offered by the department.

18.2 c Administrative -- thorough knowledge of college policies and procedures; attention to administrative detail; identification of the position with the best interests of the college; ability to participate in formulation of group policy.

18.3 Responsibilities of the Department Chairman. The two types of responsibilities of the department chairman can be designated as line and staff responsibilities.

18.3 a Line responsibilities are academic and fiscal:

18.3 a 1 Academic responsibilities are to the dean of the college for matters relating to the curriculum, to the scheduling and conduct of instruction within the department, and to student advisement. To his instructional personnel, he is responsible for consultation with regard to scheduling of classes, utilization of physical facilities, choice of textbooks, student suggestions and complaints, matters involving instruction, and budgeting.

18.3 a 2 Fiscal responsibilities of the department chairman include the following matters: submission of departmental instructional budget, and operation of the department within the budget; proper requisitioning of supplies, materials, equipment, part-time student employment requests, and maintenance required for conduct of instruction; accountability for equipment allocated to the department, and for cash disbursed or collected by the department; development, supervision, and evaluation of performance of all full-time clerical personnel employed in the department.

18. ORGANIZATION AND OPERATION OF ACADEMIC DEPARTMENTS -- continued

18.3 b Staff responsibilities include cooperation, and exchange of ideas and information, with the:

18.3 b 1 Associate dean, regarding meeting of departmental major requirements, scheduling of final examinations, transfer credit for courses completed at other institutions.

18.3 b 2 Librarian, regarding the maintenance of adequate library resources related to instruction offered by the department.

18.3 b 3 Bookstore manager, regarding ordering and inventory control of textbooks and instructional materials to be purchased by students.

18.3 b 4 Chairmen of other departments, regarding coordination of instructional scheduling, utilization of physical facilities, and adjustment of major requirements.

18.3 b 5 Dean of the college, regarding exchange of information related to student recruitment and the advance registration and orientation of incoming freshmen.

18.3 b 6 Director of placement, regarding the exchange of information required in placement and the maintaining of good relations with recruiters and graduate school representatives who visit the campus.

18.3 b 7 College editor and the director of information, regarding material for the catalog and news items concerning the department.

19. ADMINISTRATIVE ORGANIZATION

19.1 The Board of Trustees. Ultimate authority in and responsibility for Marietta College reside in the board of trustees.

19.2 The President. The president of the college (and corporation) is the board's principal executive officer. Subject to board review, he has full power of initiative, decision, and veto.

19.3 Administration. The president functions through the dean of the college, the secretary of the college, the director of development, the business manager, and the associate and/or assistant dean of the college. These officers with the president constitute the informal administrative council. Authority and responsibility are delegated to these officials and through them to the larger team of administrators and staff members. Descriptions of the duties of the administrative officers of the college are on file in the office of the president.

19.4 The Faculty. The faculty is the professional body which is charged with legislative and instructional responsibility for the educational program. It formulates and implements academic policy with the assistance and support of the administration and the approval of the board of trustees. Since the college exists for the purpose of carrying on a program of higher education, and since the nature and effectiveness of that program are determined by the faculty, the work of the faculty is vital to the success of the institution.

19.5 Communication. The free flow of communication among the three groups (trustees, faculty, and administration) above mentioned is of the greatest importance. In facilitating this flow, the administration occupies the pivotal position. Officially and properly, all communication between faculty members and trustees is through the office of the president.

19.6 Delegation of Administrative Responsibility. Delegated authority and responsibility reside in the office, not the person. Consequently, they may be temporarily shifted during any absence or incapacity and assumed by a different delegate. Such assignment will always be made with the knowledge and approval of the absentee's superior and the president, and when necessary by their direction.

19.6 a Routine Delegation. In the absence or incapacity of the president, his duties and responsibilities will devolve upon the dean of the college. In the absence or incapacity of both the president and the dean of the college, their duties and responsibilities will be carried by the secretary of the college -- and so on through the membership of the administrative council in the order in which those members are listed above in section 19.3.

19.6 b Extraordinary Circumstances. Under extraordinary circumstances, it may be deemed wise to have primary authority and responsibility vested in the board of trustees, whence it came (see above, section 19.1). In such event, the chairman of the board of trustees will be in general charge of the college, and in his absence or incapacity the vice chairman of the board of trustees. In the absence or incapacity of both these officers, the board's executive committee will make other arrangements.

19. ADMINISTRATIVE ORGANIZATION -- continued

19.7 Appointment and Promotion of Administrators. As with faculty members, administrative officers of the college are chosen for their ability; experience; belief in Marietta College and the kind of program which it offers; devotion to the principles upon which the institution is based, including academic freedom; potential for growth in service and for the successful discharge of larger responsibilities; and ability to work harmoniously with others in the best interests of the college.

19.8 Terms of Appointment and Other Conditions. Administrative officers are appointed for annual terms, and are subject to dismissal on a 30-day notice. They may not qualify for tenure. But if a member of the teaching faculty who already enjoys tenure accepts an administrative appointment, he does not thereby lose his tenure as a faculty member (see section 9.5). Administrators have annual contracts, and prior to the beginning of each fiscal year are notified of the renewal of their appointments and the salaries which they may expect. They may enjoy the same fringe benefits as members of the teaching faculty. Normally, retirement for administrators will occur at age 65.

19.9 For details, see the statement of POLICY FOR ADMINISTRATIVE OFFICERS AND MEMBERS OF THE STAFF CONCERNING CONDITIONS OF EMPLOYMENT AT MARIETTA COLLEGE, signed by the president and the business manager, and effective January 1, 1972. The charts on the following pages illustrate the administrative organization of Marietta College.

19.10 General Administration.

19.11 Academic Administration.

19.12 Development.

19.13 Business Administration.

19. ADMINISTRATIVE ORGANIZATION -- continued

19.10 General Administration

1 The president, the dean of the college, the assistant to the president and secretary of the college, the vice president for development, the business manager, the associate dean of the college, and the dean of students constitute the informal administrative council of the college.

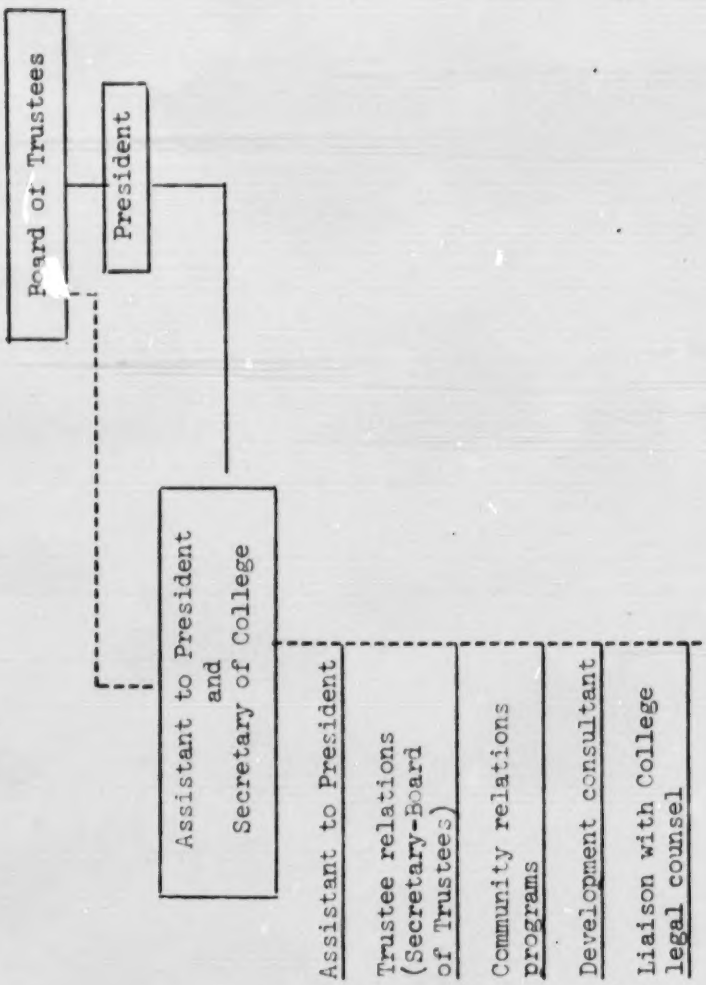
2 The treasurer reports directly to the board of trustees on the discharge of fiscal responsibility by the business manager and his staff.

3 Also secretary of the board of trustees and development consultant.

4 Also has responsibility via the treasurer to the board of trustees.

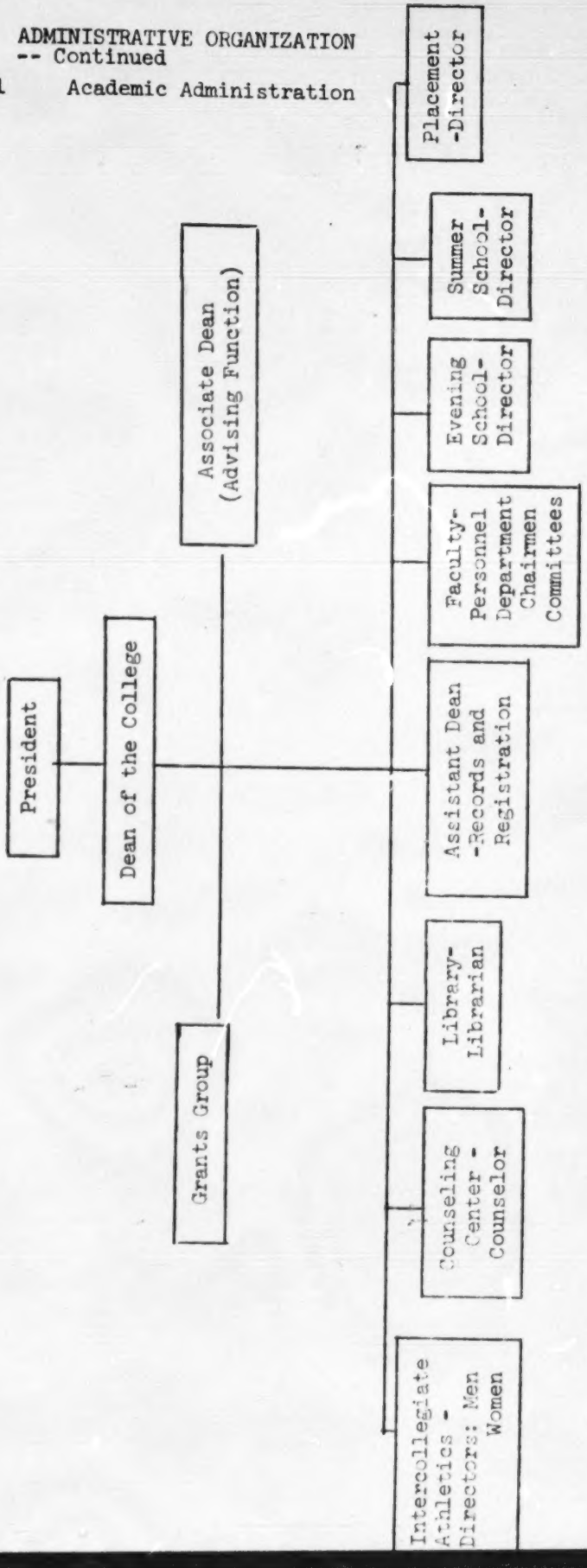
19. ADMINISTRATIVE ORGANIZATION -- continued

19.10a General Administration -
Assistant to the President and Secretary of the College



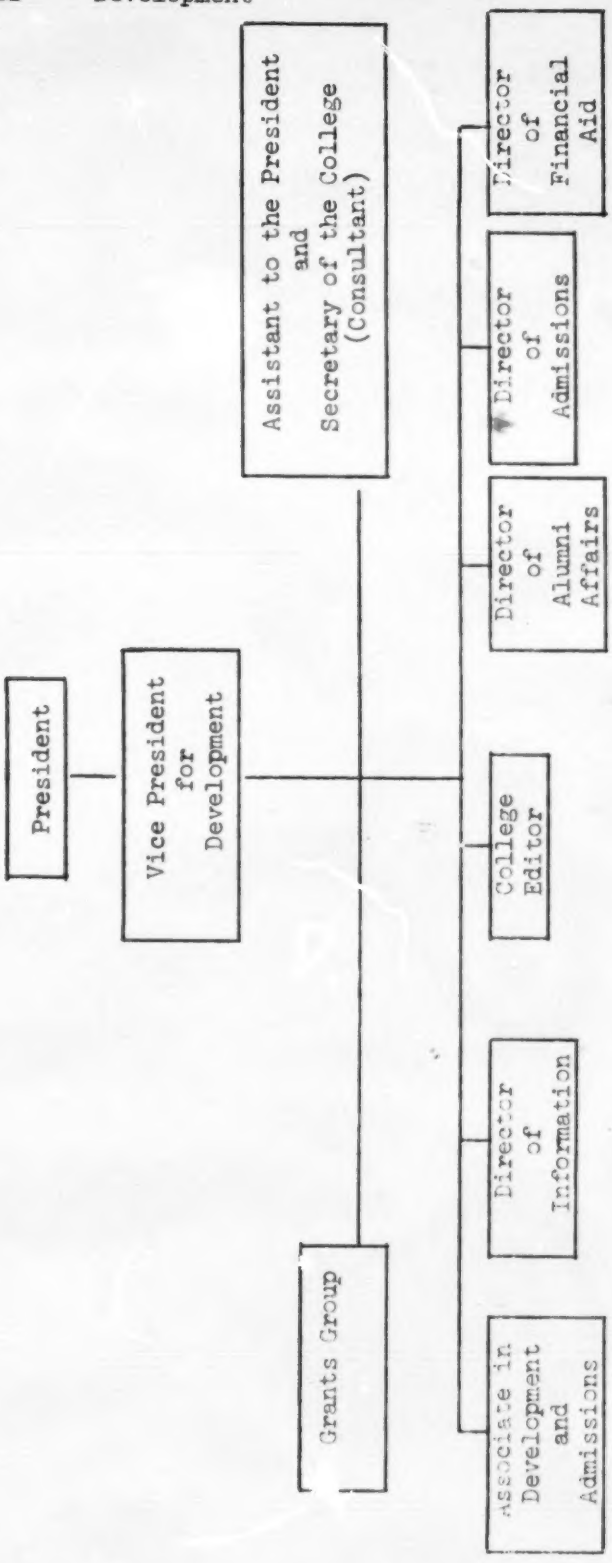
19. ADMINISTRATIVE ORGANIZATION
-- Continued

19.11 Academic Administration



19. ADMINISTRATIVE ORGANIZATION -- continued

19.12 Development



19. ADMINISTRATIVE ORGANIZATION -- continued

19.12a Dean of Students

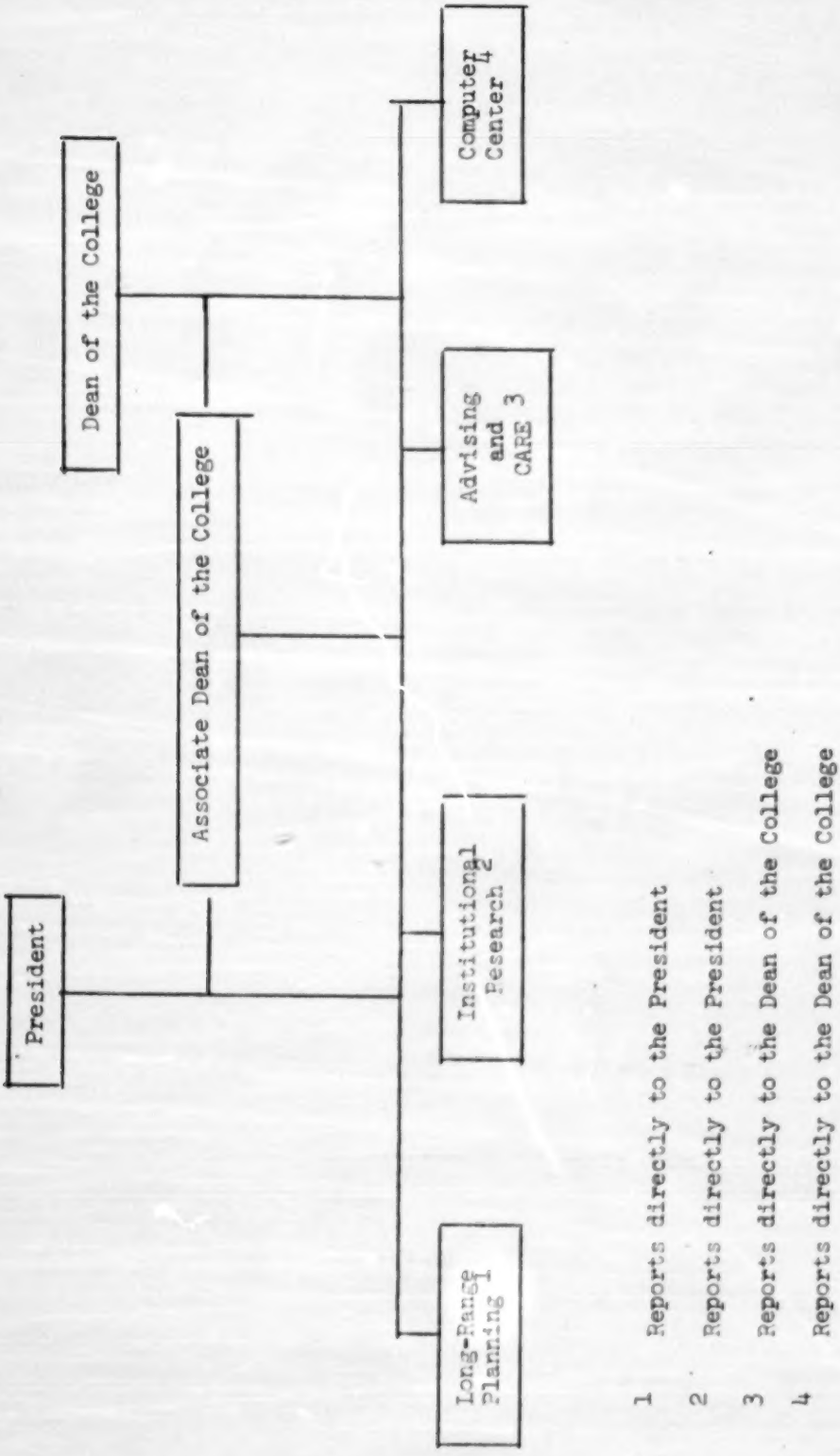
Clear need for extra coordination through strong communication:

1. SBEB (Nancy) and SPB (Lew)
2. Women's housing and men's housing - consistency of rules and back-up
3. Food Service (Nancy) and Gilman Responsibility (Lew)

SBEB = Student Body Executive Board
MPB = Men's Planning Board
SPB = Social Planning Board
IFC = Interfraternity Council
NFY = New Freshman Year

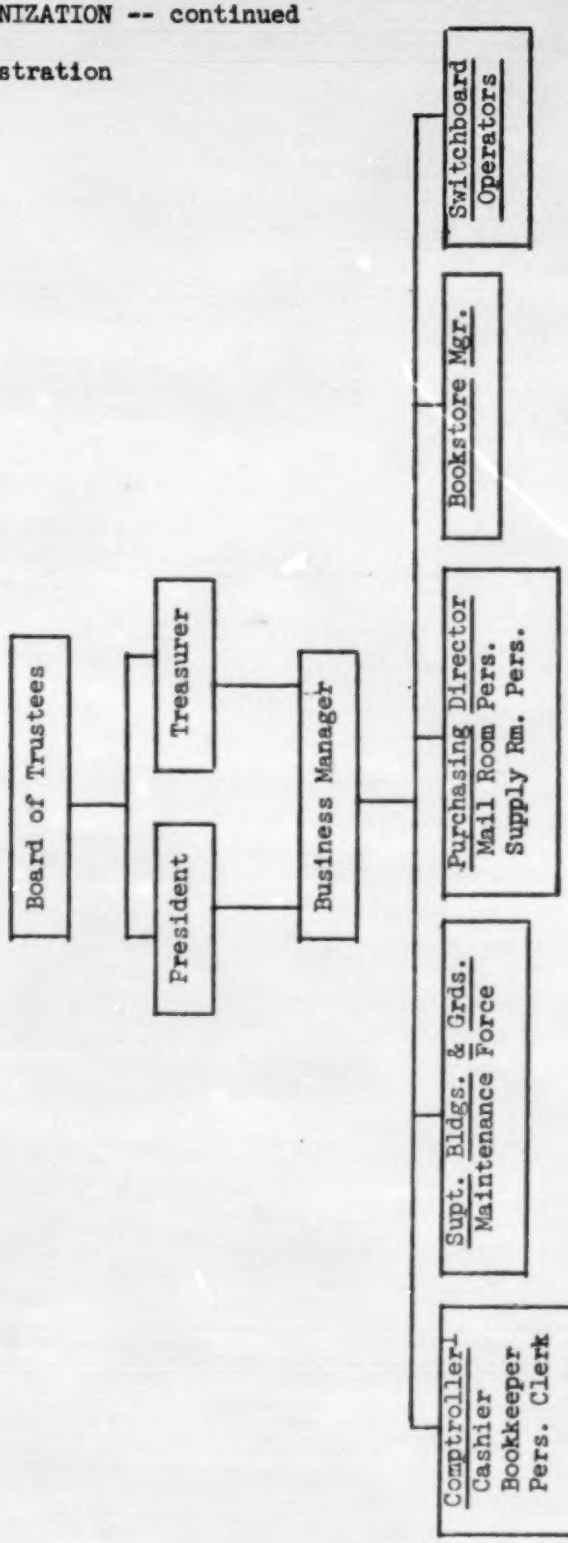
19. ADMINISTRATIVE ORGANIZATION -- continued

19.12b Associate Dean of the College



19 ADMINISTRATIVE ORGANIZATION -- continued

19.13 Business Administration



1 The comptroller is assistant to the business manager.

20. REVISION PROCEDURES

20.1 Action to revise this Handbook may be initiated by any member of the faculty of Marietta College. The proposed change or changes should be presented in writing to the faculty council, the dean of the college, or the president. All such proposals shall be referred to the faculty council for study, discussion, and, if deemed advisable, hearings. If two-thirds of the members of the faculty council shall approve a proposed revision, said proposal will then be presented to the faculty for approval or rejection in accordance with the same procedure specified for revising the Fundamental Bylaws of the Faculty of Marietta College (section V.).

20.2 Proposed changes in the Handbook which would involve changes in the Fundamental Bylaws should be offered as amendments to the Bylaws. Such amendments, if adopted, will then dictate changes in the Handbook without specific faculty action. A member of the faculty offering an amendment to the Bylaws should at the same time offer a proposed revision to the Handbook, if the amendment involves a change in the Handbook.

20.3 It shall be the sole responsibility of the president to present any and all revisions of the Handbook to the board of trustees via the personnel and publics committee of that body.

20.4 Neither the Handbook nor any revision thereof shall be of force or effect without the express approval of the board of trustees by two-thirds vote.

20.5 A record of the endorsements by the faculty and the trustees of the Handbook and all revisions thereof shall constitute the final section of the Handbook.

21. ENDORSEMENTS

This Handbook became an official document of Marietta College with acceptance and endorsement by the faculty and approval of the board of trustees. These actions are specifically dated, together with the acceptance, endorsement, and approval of any and all subsequent revisions, as follows:

Faculty Endorsement

The faculty of Marietta College accepted and endorsed this Handbook on October 12, 1964.

Board of Trustees Approval

The trustees of Marietta College approved this Handbook on October 23, 1964.

REVISIONS

Amended by Faculty	November 8, 1965
Amended by Faculty	January 10, 1966
Approved by Trustees	February 11, 1966
Amended by Faculty	May 22, 1968
Approved by Trustees	May 31, 1968
Amended by Faculty	January 19, 1970
Amended by Faculty	February 9, 1970
Approved by Trustees	February 13, 1970
Amended by Faculty	May 6, 1970
Approved by Trustees	May 15, 1970
Amended by Faculty	May 5, 1971
Approved by Trustees	May 14, 1971
Approved by Trustees	October 15, 1971
Amended by Faculty	December 6, 1971
Amended by Faculty	September 18, 1972
Approved by Trustees	October 13, 1972
Amended by Faculty	February 12, 1973
Approved by Trustees	February 17, 1973
Amended by Faculty	April 8, 1974
Amended by Faculty	May 1, 1974
Approved by Trustees	May 10, 1974

THE FUNDAMENTAL BYLAWS OF
THE FACULTY OF MARIETTA COLLEGE

I. FACULTY

A) Membership: The faculty of Marietta College shall consist of the president of the college, the dean of the college, the associate dean of the college, the dean of students, the associate dean of students, the counselor, the director of the Evening School, the director of records and registration, the director of admissions, the director of financial aid, the librarian, all professors, associate professors, assistant professors, instructors, and professional librarians.

Other administrative officers, and all lecturers, are invited to faculty meetings and may have the privilege of the floor without vote.

B) Tenure: Tenure is defined as the status granted a member of the faculty, after the probationary period described below, protecting him from dismissal except for reasons of (1) demonstrated incompetence or dishonesty in teaching or research, (2) substantial and manifest neglect of duty, or (3) personal conduct which substantially impairs the individual's fulfillment of his institutional responsibilities. Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period may not exceed seven years, but must be at least three years. Tenure shall cease at age 65, or upon earlier retirement from full-time teaching.

Reasons for dismissal must be determined in formal hearings before the faculty council unless waived by the accused. Any member of the faculty or administration may bring charges. These charges must be submitted in writing to the faculty council via the dean of the college and the president of the college.

1. The scope of the hearing shall be confined to the written charges.

2. At the hearing, the one against whom the complaint or charge has been filed shall have the right to be represented by such counsel as he may deem appropriate, either another member of the faculty or otherwise.

3. By his appearance at the hearing in person or by counsel, the faculty member charged agrees that all proceedings at the hearing, including testimony of witnesses, and all exhibits, shall be privileged communications. Similarly, the faculty council agrees that testimony of witnesses, and exhibits offered by the faculty member charged, shall be privileged, all of which to the end that a full and fair hearing may be assured.

4. Either party shall have the right of appeal to the executive committee of the board of trustees by serving written notice of intent to appeal upon the chairman of the faculty council and the chairman of the executive committee of the board of trustees within seven days after the decision of the faculty council.

I. FACULTY -- continued

B) Tenure -- continued

5. The hearing before the executive committee shall be set as to time and place by the chairman; the purpose of such hearing shall be to determine if the faculty council has abused its discretion. The hearing shall be conducted in the same manner and under the same terms and conditions as the hearing before the faculty council.

C) Functions: The faculty is the professional body which is charged with legislative and instructional responsibility for the educational program. It formulates and implements academic policy with the assistance, support, and approval of the administration and the board of trustees. The responsibility of the faculty includes instructing and advising students, and such additional duties as may be assigned to, or undertaken by, the faculty members.

D) Meeting and Quorum:

1. A faculty meeting shall be held on the second Monday of each month during the regular academic year. Special meetings may be called by the president, by the faculty council, or on petition of ten members of the faculty.

2. The majority of the total members of the faculty shall constitute a quorum for a faculty meeting.

3. Due notice of all meetings shall be given to all members.

4. Robert's Rules of Order shall be followed in the conduct of the meetings.

E) Officers: The president of the college shall be the chairman of the faculty. In the absence of the president, the dean of the college shall act as chairman, and in the absence of both, the associate dean of the college. If all three are absent, the faculty member present with the longest term of service shall preside.

The chairman of the faculty shall appoint a secretary of the faculty at the beginning of each academic year.

The chairman of the faculty shall appoint a parliamentarian at the beginning of each academic year.

II. THE FACULTY COUNCIL

A) Purpose: The faculty council represents the faculty.

B) Membership and Election: The faculty council shall consist of the president, the dean of the college, and the associate or assistant dean of the college, all ex officio, and nine other members of the faculty, three elected by the faculty in April each year to serve three years, taking office at the beginning of the following

II. THE FACULTY COUNCIL -- continued

B) Membership and Election -- continued

academic year. All members of the faculty who teach full time and who have tenure shall be eligible for election to and membership on the council, except that no member elected for a full term may be re-elected until a lapse of two years. If an elected member of the council is unable for more than a year to serve on the council, the first alternate shall be declared an elected member, and will not be eligible for election in his own right until a lapse of two years.

In the event that a duly elected member of the faculty council is unable to serve a semester or year of membership because of sabbatical leave, leave of absence, or for other special reason acceptable to the council, an alternate as determined in the preferential balloting shall serve during that semester or year in his place. The alternate will relinquish his seat on the council when the elected member is able to serve. The alternate who serves in the absence of another shall not thereby be disqualified from candidacy for a full term in his own right.

Not later than the first Monday in March, a list of those eligible for election to the council shall be distributed to the faculty.

At the March meeting of the faculty, each faculty member shall nominate six persons on forms provided. Only nominating ballots containing six names will be valid. These ballots shall be collected by the secretary of the faculty and submitted to the faculty council for tabulation.

The council shall prepare a list of six names with the highest number of votes, or more than six in the event of ties. This list shall be distributed to the faculty as soon as possible.

At the April meeting of the faculty, the faculty will vote by preferential ballot. Ballots listing the six nominees in alphabetical order shall be distributed. The faculty will indicate by number (1 through 6) the order of their preference for these nominees. Only ballots on which all nominees have been ranked will be valid. The rank of all nominees shall be totaled and the three receiving the lowest total score shall be declared elected. Those receiving the fourth, fifth, and sixth lowest total scores will be declared elected alternates for the succeeding year (respectively first, second, and third alternates), and will serve during the period that any elected member is unable to serve.

Absentee nominating ballots and absentee preferential ballots are permitted. The faculty member must obtain the appropriate ballot himself from the dean's office. Absentee nominating ballots must be turned in to the dean's office prior to the faculty council meeting immediately following the March meeting of the faculty. Absentee preferential ballots must be submitted prior to 5:00 p.m. the day of the April meeting of the faculty.

II. THE FACULTY COUNCIL -- continued

C) Organization: The chairman shall be the dean of the college, or a member of the council appointed by him, with the approval of the council. In the absence of the chairman, the council may elect a temporary chairman. The council shall elect a secretary at the beginning of each academic year. The council may invite anyone to sit with it in an advisory capacity.

D) Meetings and Quorum: At the beginning of the academic year, the council shall set a regular time for meeting, the time to be made known to the faculty by announcement. Special meetings may be held on the call of the dean, the president, the chairman, or of two elected members of the council, or on petition of ten or more members of the faculty.

A quorum shall consist of seven members, of whom at least five must be elected members. Due notice of all special meetings shall be given by the secretary.

Robert's Rules of Order shall be followed in the conduct of all the meetings. Ex officio members are without vote, except that the chairman, if he be ex officio, may vote to break a tie.

The meetings of the council are open to any faculty member who cares to attend except when the council is discussing presently employed personnel.

The elected members of the council may meet in caucus at the request of two-thirds of these members.

E) Functions of the Faculty Council

1. Committee Appointments: the council shall appoint members of all standing committees, and their chairmen. All committees will select their own secretaries. Appointments to committees shall be made with proper regard to such rotation in membership as is compatible with continuity of policies. Members of standing committees shall be appointed annually at the beginning of the academic year, appointments to become effective at once. The council may establish, appoint members to, and define the functions of temporary committees. Members of the faculty council will serve on no other committees, temporary or standing, except the Committee on Tenure and the Review Committee, without the approval of the faculty.
2. Studies and Reports: The council may initiate studies or surveys of any matter concerning the academic and other internal affairs of the college. It may call upon any committee, administrative officer, or faculty member for such reports as it deems necessary for the satisfactory performance of its functions.

3. Student Discipline: The council may consider appeals by students in cases of suspension or expulsion from the college, and may make advisory recommendations.

II. THE FACULTY COUNCIL -- continued

E) Functions of the Faculty Council -- continued

4. Educational Activities and Degrees: Within limits determined by the faculty and subject to the ratification of the faculty and the trustees, the council may:

a - prescribe requirements for graduation;
b - prescribe the types of degrees;
c - make and review nominations for honorary degrees;
d - provide directly or indirectly for, and evaluate the conduct of, student life and activities;
e - make such other regulations for the academic and extra-curricular activities of the college as may be desirable.

5. Personnel:

a - Except in emergencies, the council shall be consulted regarding the qualifications of candidates under active consideration for academic positions and for those administrative positions which hold faculty rank. The council may interview any candidate, but will in general delegate such responsibility to two or more faculty members appointed by the chairman in consultation with the appropriate department chairman. These interviewers need not be faculty council members, but they will not in any case be of the same division as that of the department at whose invitation the candidate is visiting the campus.

b - The council may make general recommendations to the president regarding academic rank and salary schedules.

c - The council may recommend to the president the discontinuance of the services of any member of the teaching staff.

d - Any faculty member may request, in writing, the privilege of appearing before the council regarding any matter which may fall within the jurisdiction of the council as set forth in the Fundamental Bylaws.

6. The council shall advise with the president, the dean of the college, and other administrative officers on matters of general college policy not otherwise covered in these Bylaws. Among these matters shall be the formulation of admissions policy, consultation with the librarian concerning library policy, and the preparation of departmental budgets, to be established within such limits as may be prescribed by the board of trustees.

7. The faculty council is the interpreter of the Fundamental Bylaws of the faculty. Its interpretations must be announced to the faculty as a whole, and are subject to faculty review and revocation by a 2/3 vote of the faculty present and voting.

II. THE FACULTY COUNCIL -- continued

E) Functions of the Faculty Council -- continued

8. Minutes: Copies of the minutes and reports of the council will be made available to faculty members through the office of the dean of the college. Material relating to presently employed personnel will be excised before the minutes are made available. Minutes of the council are to be regarded as confidential.

III. STANDING COMMITTEES

A) Organization:

1. The president and the dean of the college are ex officio members of all committees, except the Committee on Tenure and the Review Committee. No faculty member will serve as a regular member on more than two standing committees.
2. Student representation on faculty committees is provided in the form of delegates and members. Student delegates have full right of presence and discussion, except in personnel matters, but no vote. Student members have full right of discussion and vote. Representation is provided as follows:

a) Three student members to the instruction and curriculum committee.
b) Three student delegates to the academic standing committee, authorized to join the committee for discussion of policy matters only.
c) Two student delegates to the athletic committee.
d) Student members of the co-curriculum committee, equal in number to the members of the faculty on the committee.
e) All student representatives are to be appointed by the student body president, subject to approval by an absolute majority vote of the student body executive board. Replacement or recall, for good cause, of student delegates or members may be initiated by the faculty council or the student body executive board.

3. Standing committees shall be established or abolished according to provisions for amendment to these Fundamental Bylaws as set forth in Section V.

4. Except for the Committee on Tenure and the Review Committee, standing committees shall be responsible to the faculty council unless otherwise designated or unless called upon by the faculty for direct reports.

5. Standing committees meet at the call of their chairmen, or on petition of three of their members. Times of meetings will be announced to the faculty at large. The meetings of all committees, standing and temporary, are open to any faculty member who cares to attend except when a committee is discussing presently employed personnel.

III. STANDING COMMITTEES -- continued

A) Organization: -- continued

6. Copies of the minutes and reports of all committees, standing and temporary, will be made available to faculty members through the office of the dean of the college. Material relating to presently employed personnel will be excised before minutes are made available. Minutes of committees are to be regarded as confidential.

7. Robert's Rules of Order shall be followed in the conduct of all meetings except that the ex officio members are without vote.

B) Definition of Specific Duties and Functions of the Standing Committees:

1. Academic Standing: The academic standing committee shall deal with: problems arising from academic deficiencies of individual students; requests for exemption from the requirements of the curriculum; petitions for transfer of credits for work done elsewhere; and petitions for advanced standing. The associate or assistant dean shall be executive secretary of the academic standing committee.

The committee will review the policies and practices followed in academic guidance of students.

2. Athletic: The athletic committee shall advise in formulating athletic policy. It shall insure that the intercollegiate program operates toward the realization of the educational aims and objectives of the college, within the framework of the Ohio Athletic Conference. To the same institutional ends, it shall encourage the broadest possible participation in intramural athletics.

3. Co-Curriculum: The co-curriculum committee shall conduct a continuous survey of co-curricular programs to determine their viability and to insure their constructive contribution to the educational aims and objectives of the college. It shall assist in the coordination of the general activities program of the campus, including the planning and directing of all-college and other assemblies, with the exception of those functions delegated to other faculty and student organizations. It shall arrange a program representative of the varied interests of the college community. It shall also serve as a study and resource center for new ideas in the co-curricular area and recommend change where appropriate.

4. Honors Council: The functions of the honors council are the appraisal of proposals presented by aspirants to honors work; the encouragement and admonition of candidates in the course of their research; and the evaluation of completed projects.

5. Instruction and Curriculum: The instruction and curriculum committee shall conduct a continuous survey of the curriculum

III. STANDING COMMITTEES -- continued

B) Definition of Specific Duties and Functions of the Standing Committees: -- continued

5. Instruction and Curriculum: -- continued and its administration; evaluate the quality of instruction; establish academic standards; and approve all changes in the curriculum and in requirements for departmental and inter-disciplinary majors.

6. Promotion and Leave: The members of this committee shall be chosen by the president from a list of faculty members presented by the faculty council. The list prepared by the faculty council will be a selection from among those members of the teaching faculty who have tenure and hold the rank of professor, and may include members of faculty council. Insofar as possible, the members selected should represent a variety of academic disciplines. Under the guidance of the president and the dean of the college, the committee will serve in an advisory and consultative capacity in all procedures pertaining to academic promotion, and to the granting of leaves. A faculty member who wishes to discuss the terms of a contract offered him may, if he chooses, ask this committee to be present at any meeting with the president or other administrative officer.

7. Tenure: Particulars regarding this committee are to be found in Section IV.

8. Review Committee: Particulars regarding this committee are to be found in Section V.

IV. TENURE COMMITTEE

A) Membership.

1. The committee shall be composed of five tenured and one non-tenured full-time teaching faculty members appointed by faculty council.

2. Appointment to the committee on tenure does not preclude membership on any other committees of the faculty, boards, or the faculty council. The president and dean of the college are not ex officio members of this committee.

3. The chairman of the committee is selected by faculty council, and shall have the right to vote.

B) Organization.

1. Voting privileges are held by tenured faculty members only. The non-tenured member would be expected to participate fully in discussions.

IV. TENURE COMMITTEE -- continued

B) Organization -- continued

2. Any member of the committee on tenure is disqualified from participation in any discussion, deliberation or vote when the individual under consideration is a colleague in the member's department or, in the case of the non-tenured member, the member himself.

C) Meetings and Quorum.

1. A majority of the members of the committee shall constitute a quorum for a meeting, but all eligible members are required to cast a vote on each candidate under consideration for tenure. Ties shall be reported as admissible decisions.

D) Functions.

1. The committee will perform an annual evaluation of all non-tenured full-time faculty.

a. The committee will seek and receive materials necessary or helpful for the proper evaluation of candidates.

b. Written annual evaluations will be sent to each candidate considered, along with specific comments and recommendations for improvement.

c. Copies of annual evaluations, including comments and recommendations to the candidate, will be sent to the appropriate department chairman, to the dean of the college and to the president of the college.

d. Candidates may request a hearing during the committee deliberations, and the committee may ask for an appearance by the candidate or other parties.

2. The committee will consider and make recommendations concerning tenure. It will be the committee's responsibility to inform the candidate in writing as to the specific reason or reasons for the committee's recommendation.

3. Evaluations and recommendations of the committee will be presented to the dean of the college for consideration and transmittal to the president. Copies will be sent to the candidate and to the appropriate department chairman.

E) Criteria and Supporting Evidence for Tenure Recommendations.

The awarding of tenure shall not be interpreted as solely a reward for satisfactory performance, but rather as an appraisal of the probability that the candidate will continue to grow and mature as a teacher, effective contributor to the professional community, and scholar.

1. Criteria for tenure recommendations.

IV. TENURE COMMITTEE -- continued

E) Criteria and Supporting Evidence for Tenure Recommendations -- continued

a. Service as teacher, considering course content and teaching methods.

b. Service to students, to the department, and to the college as a whole.

(i) This includes effectiveness in advising and counseling, in supervision of advanced-student research studies, in committee assignments, in contributing to the operation and development of the department.

(ii) Supervision of extra-curricular activities, success in obtaining institutional and personal grants, helpfulness in recruiting students, and efforts to improve community relations and inter-group relations on campus will be taken into account.

c. Scholarly and professional development. Professional growth and self-renewal, as evidenced by such things as acquisition of the terminal degree, post-doctoral work, formal study, recognized professional activity, research, publication, or creative activity, will be considered. When, at the time of hiring, an agreement stipulating completion of a terminal degree was made, the granting of tenure would be dependent upon completion of that obligation, unless all parties agreed to waive that agreement.

2. Supporting evidence for making tenure recommendations.

a. Transcripts from previous institutions.

(i) Academic records would be included in this category.

(ii) Letters of recommendation would be excluded from this category.

b. Evidence submitted by the faculty member under consideration.

(i) Annual self-evaluation.

(ii) Other supporting evidence. For example: student evaluations, letters of recommendation, course outlines, course examinations, publications or original works of art.

c. Evaluations by the department chairman.

d. Evaluations by colleagues, especially from the same department.

e. Reports from chairmen of committees on which the person has served.

IV. TENURE COMMITTEE -- continued

E) Criteria and Supporting Evidence for Tenure Recommendations -- continued

f. Copies of all communications from the committee on tenure to the person under consideration.

g. Certified summaries of oral testimony presented before the committee.

h. Other materials which the committee deems relevant.

3. Statement regarding confidentiality of records.

A complete file containing all supporting evidence will be kept for each non-tenured faculty member in the office of the dean of the college and will be available only to the committee on tenure, the dean and the president of the college and, in the instance of a review request, the review committee.

The file, including all communications from the member's department chairman, will be available to the candidate upon request to the dean of the college, with the exception that evaluations by students and by faculty colleagues will be summarized by the committee and made available in anonymous form.

V. THE REVIEW COMMITTEE

A) Purpose.

Whenever a candidate alleges that recommendations or decisions are based on inadequate consideration, an examination by the review committee may be requested.

B) Membership.

1. Annually a review committee of three (3) tenured faculty members will be appointed by the faculty council.

a. No member of the committee on tenure may serve on this committee.

b. The dean of the college and president of the college are not ex officio members of this committee.

C) Function.

1. If the review committee believes that adequate consideration was not given to the faculty member's qualifications, it will request reconsideration of the recommendation or decision, indicating in writing the respects in which it believes the consideration may have been inadequate. The review committee will not substitute its own judgment on the merits of the candidate, however.

2. Copies of review committee findings will be provided to the faculty member, to the committee on tenure, to the dean of the college and to the president of the college.

VI. CHARTERED BOARDS AND OTHER FACULTY APPOINTMENTS

A) Chartered Boards. Chartered boards exist by authority of their charters and represent constituencies in addition to the faculty.

1. Faculty Representation. Faculty representation on the several chartered boards (student life board, social violations hearings board, social violations appeals board) is provided in the charters of the boards.

2. Faculty Appointments. The faculty members of the chartered boards are appointed by the faculty council with proper regard to such rotation in membership as is compatible with continuity of policies. Faculty members of the chartered boards are appointed annually at the beginning of the academic year, appointments becoming effective immediately.

3. The functions and procedures of the several boards are set forth in the separate charters.

B) Other Faculty Appointments:

1. Trustee Committees. Upon the invitation of the board of trustees, the faculty council appoints faculty representatives to trustee committees. Those committees at present are: the committee on academic program, the committee on buildings and grounds, and the committee on personnel and publics.

2. Marietta College Newspaper Board. The faculty council appoints one member of the faculty to serve as a faculty representative on the Marietta College newspaper board.

VII. REVISION OF THE BYLAWS

A) Action to amend the Fundamental Bylaws of the Faculty may be initiated by any member of the faculty, in accordance with the following procedures:

1. The proposed amendment shall be submitted to the faculty council in writing, for study, discussion, and, if deemed advisable, hearings.

2. If two-thirds of the faculty council approve a proposed amendment, the amendment will be presented in writing to the faculty.

3. After a waiting period of at least two weeks, but within the semester, the assembled faculty will vote on the amendment. An amendment shall be adopted only by a two-thirds vote of the members of the faculty present and voting.

4. An amendment submitted to but not approved by the faculty council may be presented to the faculty assembled in regular session. After a waiting period of at least two weeks but within the semester, the assembled faculty will vote on the amendment, adoption of the amendment requiring a two-thirds vote of the members of the faculty present and voting.

VII. REVISION OF THE BYLAWS -- continued

B) When circumstances (such as the need to try out a proposed change, or to adjust to an unforeseen situation) warrant, the faculty council may depart from procedures established in the Bylaws, subject to the following conditions:

1. All such departures shall be reported immediately in writing to the faculty.

2. All such departures from established procedures are subject to faculty review, and may be revoked by majority vote of those present and voting.

3. Before the end of the academic year, if the departure from established procedure has not been revoked by the faculty, the faculty council must offer an amendment incorporating such a departure in the Bylaws in accordance with section VII A), or it must announce that such a departure has been abandoned.

Approved by the Faculty: April 26, 1965

Amendments approved:
October 8, 1965
May 22, 1968
January 19, 1970
February 12, 1973
April 8, 1974
May 1, 1974

INDEX

This index lists cross-references in the texts of the Faculty Handbook and the Bylaws. The index is not exhaustive, and should be used in conjunction with the table of contents. Numbers in this index refer to pages; the numbers in parentheses refer to sections of the Handbook (if arabic) or Bylaws (if Roman).

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